

30 MAR 1982

MEMORANDUM FOR: Director of Finance

FROM: Bruce T. Johnson
Chairman, Fine Arts Commission

SUBJECT: Designation of Members of the Headquarters Annex
Committee

1. The Fine Arts Commission (FAC) is most often identified with programs involving the Headquarters Building, but it has always had an interest in the other buildings in the Washington area occupied by CIA. The Headquarters Annexes Committee of the FAC was established to help focus this interest and ensure that personnel and managers in the annexes have ready access to the Commission. The committee is currently chaired by

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2. It is important to us to have representatives on the Annexes Committee who are interested in the task of creating and maintaining a work environment of which we can be proud, one that encourages communication and production and contributes to employee morale. It is equally important that each committee member have the active support of a senior manager resident in his/her building.

3. In an effort to revitalize the work of the Annexes Committee, we would like to ask you to designate someone from your office to represent the Key Building on that committee. The candidate should be interested in improving the appearance of the building and have a reasonable amount of time to devote to the work of the committee.

4. If you do not now have a committee which addresses environmental functions in your building, you may wish to consider designating a few additional interested persons to work with the Annexes Committee member and assist him/her. These people would become, in effect, a mini-FAC focusing on the particular problems and opportunities to be found in your building. Whether such a committee already exists or is established in the future, we should seek to create a link between it and the person you designate to be a member of the FAC Annexes Committee.

5. I attach a description of all of the FAC working committees to give you an idea of the range of our activities. If you have any questions regarding this program, please call me on extension 4011. When you have selected your candidate, it would be helpful for us to receive a little background data describing the person's interests and qualifications.

6. I am taking the liberty of sending a copy of this memorandum to the Director, Foreign Broadcast Information Service so he may be aware of our request and have an opportunity to suggest candidates to you.

/s/ Bruce T. Johnson
Bruce T. Johnson

Attachment:
As Stated

cc: D/FBIS
DDA

[Redacted]

O/D/ODP/BTJohnson:kf (29 March 82)

Distribution:

- 1 - Addressee w/att.
- 1 - D/FBIS w/att.
- 1 - DDA w/att.

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- 1 - O/D/ODP w/att.

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Revised 14 December 1981

Functions of Committees of the Fine Arts Commission

Interior Design. Act as focal point for matters of concern to the Fine Arts Commission that affect the aesthetics of the interior of Headquarters and other Agency buildings. Propose and evaluate programs aimed at improving building interiors. Recommend Commission action on interior changes proposed by OL, GSA, and Agency employees. Recommend Agency interior design standards and assist OL in monitoring adherence. Assist other committees in their programs, particularly Headquarters and Headquarters annex environmental committees.

Headquarters Exterior. Act as focal point for matters of concern to the Fine Arts Commission that affect the exterior of Headquarters Building and its grounds. Propose and evaluate programs aimed at improving Headquarters grounds. Assist OL in monitoring quality of work by GSA and its contractors on the building grounds.

Headquarters Environment. Encourage formation of and provide guidance to environmental committees in Headquarters organizational components. Assist these environmental committees in working with OL and GSA in carrying out programs for the improvement of the employees' work environment. Provide a communication channel between the Fine Arts Commission and Headquarters employees.

Headquarters Annexes. Act as focal point for matters of concern to the Fine Arts Commission that affect the employees' work environment in other Agency buildings in the Washington area. Encourage formation and provide guidance to environmental committees for these buildings. Assist these committees in working with OL, GSA, and building managers in carrying out programs for improvement of the employees' work environment. Provide a communication channel between the Fine Arts Commission and employees in these buildings.

Art. Recommend selection of works of art and their placement in public areas in Headquarters and other Agency buildings. Work with donors and other sources and with OL on acquisition, insurance, security, funding, and related matters. Provide guidance to OL in administering programs to provide wall hangings for non-public areas.

Exhibits. Recommend and schedule exhibits for the 1D corridor in Headquarters. Work with exhibit sponsors on exhibit content, logistics, insurance, etc. Coordinate with OL on installation and dismantling of exhibits, insurance and other exhibit expenses.

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